

MIDLAND COUNTY

CLERK-MOSQUITO CONTROL

General Summary

Under the supervision of the Office Manager-Mosquito Control, provides office management and support to the Director and staff. Maintains departmental records and files. Prepares a variety of reports summarizing annual progress. Manages a computerized mapping system and designs and develops computer programs and applications to meet departmental needs. Oversees accounting systems and performs related bookkeeping functions. Responds to telephone calls on mosquito control programs and activities.

Essential Functions

1. Enters data to various databases including treatment records for adulticiding and larviciding operations, repair records for maintenance and inventory operations, requests for treatment, employee information and material inventory program.
2. Generates reports for staff related to treatment status and other operations.
3. Serves as department receptionist includes answering questions regarding departmental procedures and requirements, scheduling information, and other activities. Takes messages for other staff. Reviews materials on mosquito biology to help educate the public on the program.
4. Utilizes mapping software to edit and print a variety of maps. Prepares maps to locate public requests for treatment.
5. Types various correspondence, reports, and other documents, using word processing software. Utilizes word processing and other software programs to format documents, prepare forms and perform other operations.
6. Updates the mosquito control hotline for recording daily treatment schedules.
7. Runs daily backup on fileserver.
8. Assists in maintaining the departmental filing system.
9. Performs a variety of clerical support tasks such as making copies, opening, sorting and distributing mail, making copies of maps, and related tasks.

Other Functions

10. None listed.

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An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: High School level coursework in office procedures, data processing and accounting.

Experience: Prefer some prior general clerical experience.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and retrieve information from a computer.

Ability to access departmental files.

Prolonged sitting in front of computer.

Working Conditions:

Works in office conditions.